



# Illinois Department of Financial and Professional Regulation

## Division of Professional Regulation

<b>NAME OF EDUCATIONAL INSTITUTION:</b>	<b>Spoon River College</b>
<b>POSITION:</b>	<b>Nursing Faculty-Tenure Track</b>
<b>RESPONSIBILITIES:</b>	<ol style="list-style-type: none"><li>1. Plans and teaches courses in assigned discipline.</li><li>2. Prepares syllabi and instructional materials, and coordinates lectures, classroom activities, labs and assessments.</li><li>3. Teach all classes according to the course syllabi and provide evaluation procedures and attendance expectations.</li><li>4. Maintain appropriate records and submit required reports, grades, etc. according to deadlines.</li><li>5. Observe scheduled on-campus as required in the collective bargaining agreement.</li><li>6. Actively attend and participate in committees, meetings, professional development sessions, and commencement.</li><li>7. Recommend textbooks, library books, and other instructional materials.</li><li>8. Assist in the organization of, and meetings with, advisory committees, where applicable.</li><li>9. Assist with the initiation and development of new courses and programs and the revision of same.</li><li>10. Communicate with faculty, staff, administration, and students through the use of college provided email or LMS messaging system in a timely fashion.</li><li>11. Maintain a safe classroom environment and report all incidents of injury, illness, theft, or threats of violence.</li><li>12. Utilizes the college LMS for all courses. Required components include course syllabus, email communication, course announcements, grade book and student evaluations.</li><li>13. Participate in the college governance system.</li><li>14. Assist in the recruitment of students.</li><li>15. Observe, support, and enforce the policies of the college.</li><li>16. Provide appropriate leadership and supervision of student activities where applicable.</li><li>17. Perform other duties as assigned by the supervisor.</li></ol> <p>This position has no supervisory responsibilities.</p>
<b>MINIMUM QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. A master's degree in Nursing from a regionally accredited institution is required.</li><li>2. A current Illinois Registered Nurse License is required.</li><li>3. A current and valid Illinois driver's license with a clear motor vehicle records check (per the college's definition of an authorized driver) is required.</li><li>4. Teaching experience in a community college setting is preferred but not required.</li><li>5. Experience in all phases of the instructional process.</li><li>6. Demonstrated ability to use technology in teaching is required.</li><li>7. Familiarity with basic online academic technology, such as Canvas is preferred.</li><li>8. Ability to function effectively in both large and small classes.</li><li>9. Ability to work effectively with student, faculty, staff, and administration.</li></ol>

	10. Ability to adapt to changes in programs, colleagues, students, etc. 11. Possess excellent interpersonal and communication skills.
<b>PREFERRED QUALIFICATIONS:</b>	
<b>TO APPLY:</b>	For more information about the position and to apply please visit: <a href="http://www.src.edu/about/Pages/employment.aspx">http://www.src.edu/about/Pages/employment.aspx</a>